Senior Project Registration Procedure

Geography majors

Students are encouraged to contact potential senior project supervisors to discuss their interests and get permission to complete their senior project well in advance of the first day of class! Faculty must limit the number of Senior Projects supervised each semester, so plan ahead.

A. Prior to the beginning of the semester of completion

- **Complete Senior Project Planning (SPP) form** – SPP must be submitted to the GES advisor at least one week prior to the beginning of the semester or as soon as the student begins working on the project.
  
  1. **If 2-Credit Add-on Option:** Register for an upper division GES base course that fulfills a breadth or elective major requirement. Student selects from a list of courses designated eligible for the 2-Credit Add-on Option. GES Advisor publishes list 1-3 weeks prior to registration. Contact course instructor as soon as enrolled to discuss senior project requirements for the course.
  
  2. **If Stand Alone Project Option:** Secure an agreement to work with a GES faculty supervisor and identify a project topic.
  
  3. **If Senior Seminar Option:** Register for GEOG 3985W or URBS 3995W (for urban studies focus topics). Obtain a permission number from the GES advisor. (skip to part C)

B. Early during the semester of completion

1. **Complete CLA Student-Faculty Contract (SFC) by fourth week of classes**
   
   a) Once the senior project supervisor and student have met to discuss the specifics of the project, fill out the CLA SFC [http://www.clacareer.umn.edu/directedstudy/index.html](http://www.clacareer.umn.edu/directedstudy/index.html). Make sure to include details about what will be graded (page range, components of the project etc.) under “Results to be evaluated.”
   
   b) Complete all sections of the SFC: Enter “DEPT. INFO” as follows: Faculty Supervisor or Course Instructor’s name; Dept. & Course no. = GEOG 3997 (if 2-Credit Option) or GEOG 3996 (if Stand Alone); Check “Directed Study/Research” and “A/F” grading; No. of Credits = 2 (if Stand Alone = 3) Enter a “Date the Study will be completed” at the bottom of the form that is within semester of registration.
   
   c) The SFC must be signed by three people: the faculty supervisor, the student, and the GES Advisor. Students can obtain the GES Advisor signature: a) during drop-in advising hours (GES Advising office; 481 SocSci); or b) submit SFC to GES Advisor’s mailbox in GES main office (414 SocSci) & email geogadv@umn.edu to notify. The GES Advisor will sign the form, return it to the GES main office for the student to pick up, & reply to student email. Processing by mailbox takes 2-4 business days, more without email notification. Register as below.

2. **Register for Senior Project course by fifth week of classes**
   
   a) Obtain a permission number. Once the SFC has been completed and signed by all parties, students bring a copy of the form to CLA Student Services (CLASS; 16 Johnston). Student will receive a permission number from CLASS staff that they use to register for the course online. Register for GEOG 3997 if completing the 2 credit add-on option and GEOG 3996 if completing a stand-alone project. Students who register after the deadline may not be eligible to graduate until the following semester.

C. Near the end of semester of completion - submit senior thesis:

1. Student fills out a Senior Project Tracking Form (SPTF) that is submitted with the Final Copy of the Senior Thesis to the Senior Project supervisor. Supervisor signs & returns to student.

2. Student submits the Archival Copy of the approved project/manuscript and the completed SPTF form to the GES Advising Office (481 SocSci) or mailbox in the GES main office (414 SocSci).

3. The GES Advisor will submit the final grade for the project after these are received.